



# Ready Your Breakfast and Eat Hearty...For Today, We Learn GMS

AKA: Grants Management System 101



# GMS Staff...



# Life Cycle of a Grant



# New GMS Front Door

- <https://nde.mtwgms.org/NDEGMSWebv02/Logon.aspx>



# New GMS Front Door

- <https://nde.mtwgms.org/NDEGMSWebv02/Logon.aspx>



## Welcome to the Grants Management System

### ANNOUNCEMENTS

Beginning Tuesday, April 26, 2016 users will access the new Grants Management System (GMS). Please bookmark this logon page as the access through the portal will become unavailable.

Users will need to set their password when logging in the first time using the following steps:

1. Type your email address in the Username/Email text box
2. Click "Forgot Password"
3. Follow the directions found in the pop-up window

A New GMS User Guide can be found on the GMS webpage to provide additional assistance to users in accessing the new GMS environment: <https://www.education.ne.gov/gms2/index.html>

### NOTICE OF FUNDING AVAILABILITY

- Due August 1: 2017 SPED Planning Region Team (PRT) Grant - Contact Cole Johnson at 402-471-4318 or [cole.johnson@nebraska.gov](mailto:cole.johnson@nebraska.gov)
- Due August 1: 2017 Perkins Basic and Post Secondary Grant - Contact Rich Katt at 402-471-4808 or [rich.katt@nebraska.gov](mailto:rich.katt@nebraska.gov)
- Due July 30: 2017 SPED Secondary Transition Competitive Grant - Contact Rita Hammitt at 402-595-2092 or [rita.hammitt@nebraska.gov](mailto:rita.hammitt@nebraska.gov)

### INFORMATION

Please make sure you bookmark the GMS web page. The GMS Team is always updating the page and its content to better meet the GMS users needs.  
<https://www.education.ne.gov/gms2/index.html>

### TRAINING

- [The New GMS Front Door Webinar-RECORDING](#)
- [District Admin GMS Security Webinar-RECORDING](#)

### LOGIN

Username/Email

Password

[Forgot Password](#)

LOGIN

[New User](#)

### UPCOMING

July 2016

**March 30, 2016 - August 1, 2016**  
OPEN: 2016-2017 SPED Planning Region Team (PRT) Grant

**June 3, 2016 - August 1, 2016**  
OPEN: 2016-2017 Perkins Basic and Post Secondary

**June 10, 2016 - July 30, 2016**  
OPEN: 2016-2017 SPED Secondary Transition Competitive Grant

# User Roles or Business Roles

- **View only**—Can only view information on both application and payment sides. Cannot create, save, or submit anything.
- **Data Entry**—All View only rights. Can create and save on application and payments sides. Can only submit applications, amendments, and reimbursement requests to the District Administrator.
- **Bookkeeper**—All View only and Data Entry rights. Can submit reimbursement requests directly to NDE. Can only submit applications and amendments to the District Administrator.
- **District Administrator**—All View only, Data Entry, and Bookkeeper rights. Can submit applications, amendments, and reimbursement requests directly to NDE.

# User Roles or Business Roles

\*\*\* App=Application; Amend=Amendment; RR=Reimbursement Request; Dist Admin=District Admin

	View Info	Create App or Amend	Save App or Amend	Submit App to Dist Admin	Submit App to NDE	Submit RR to Dist Admin	Submit RR to NDE
View Only	X						
Data Entry	X	X	X	X		X	
Bookkeeper	X	X	X	X		X	X
District Admin	X	X	X		X		X

# Login Landing Page...Menu List



[Sign Out](#)

[Menu List](#)

You have been granted access to the forms below by your Security Administrator

[GMS Access / Select](#)

LEA Central Data

Funded Applications

Non-Funded Data Collections

If the form you need is not listed, contact your Security Coordinator :

Your email address is:

If this is not correct, please contact your Security Coordinator to provide correct address.

This website best viewed using Internet Explorer version 11.x or Microsoft Edge, Google Chrome version 47.x and later and Safari for OS X version 9.x and later.

user ID:

Powered by **MTW** Solutions Grant Management System

For additional information please contact the Nebraska Department of Education

[Contact Us](#)

# GMS Access Select

## DEPARTMENT OF EDUCATION

[Click to Return to Menu List / Sign Out](#)

### GMS Access Select

10-0119 AMHERST PUBLIC SCHOOLS

[Click for Instructions](#)

Select Fiscal Year:

#### Created

##### Formula Grant

There currently aren't any Formula Grant applications created.

##### Consolidated Plan

	Application Name	Revision	Status	Date	Actions	
▶	LEP and Poverty Plans	Original Application ▼	Final Approved <a href="#">View GAN</a>	9/3/2015	<input type="button" value="Open"/>	<input type="button" value="Amend"/>

##### Competitive Grant

There currently aren't any Competitive Grant applications created.

##### Non Funded

There currently aren't any Non Funded applications created.

#### Available

##### Formula Grant

▶ Perkins Basic/TP/PostSec Submissions due by 8/1/2016

##### Consolidated Plan

There currently aren't any Consolidated Plan applications available.

##### Competitive Grant

▶ Perkins reVISION Initial Grant Submissions due by 5/10/2017

▶ SPED Sec Transition Grant Submissions due by 7/31/2016

##### Non Funded

There currently aren't any Non Funded applications available.

TESThost user ID: tmoore



For additional information please contact the Nebraska Department of Education

[Contact Us](#)

# Menu List



DEPARTMENT OF EDUCATION

## Menu List

You have been granted access to the forms below by your Security Administrator

### Administrative

[User Maintenance](#)

[GMS Access / Select](#)

LEA Central Data

Funded Applications

Non-Funded Data Collections

If the access you need is not listed, contact your Security Coordinator.

Your email address is: [michael.teahon@goswedes.org](mailto:michael.teahon@goswedes.org)

If this is not correct, please contact your Security Coordinator to provide correct address.

This website best viewed using Internet Explorer version 11.x or Microsoft Edge, Google Chrome version 47.x and later and Safari for OS X version 9.x and later.

# User Maintenance



**NEBRASKA**  
DEPARTMENT OF EDUCATION

[Click to Return to Menu List](#) / [Sign Out](#)

GMS LEA User Maintenance  
Organization: AUBURN PUBLIC SCHOOLS

[NEW USER](#)

Username/Email

[SEARCH](#)

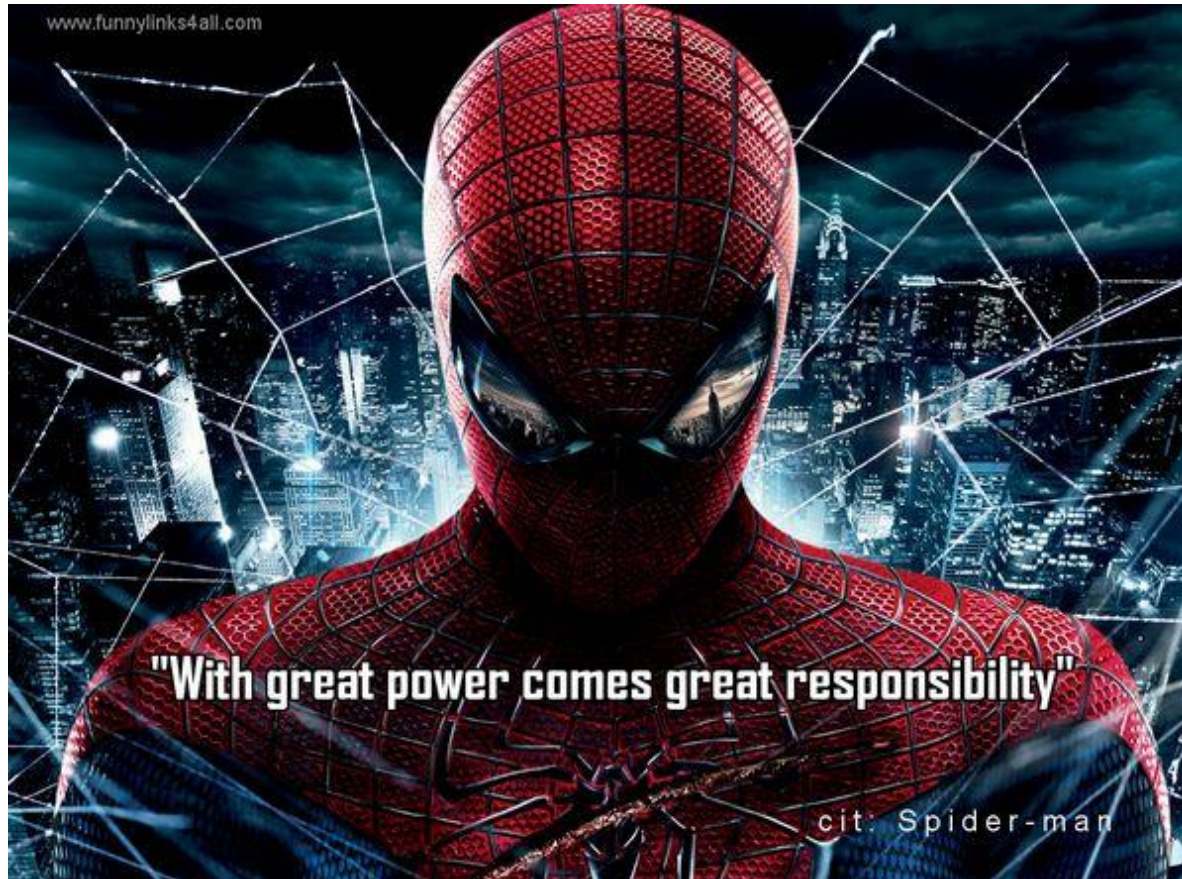
## - NEW USER REQUESTS

Name	Date Submitted	Status	Status Date
New User Request For 2853-AUBURN PUBLIC SCHOOLS Mi	June 3, 2016	SubmittedToLocal	June 3, 2016

## - DISTRICT USERS

Name	Email Address	User Role
Lynn Dierberger	ldierberger@esu4.org	leaBookKeeper , leaViewOnly
Nancy L. Fuller	nancy.fuller@apsbulldogs.org	leaDataEntry , leaBookKeeper
Amy Kroll	amy.kroll@apsbulldogs.org	leaBookKeeper
Kris Kucera	kris.kucera@nebraska.gov	leaViewOnly
Gina Long	gina.long@apsbulldogs.org	leaBookKeeper
Kevin Reiman	kevin.reiman@apsbulldogs.org	leaDistrictAdmin , leaSecurityAdmin

# The Most Important Role

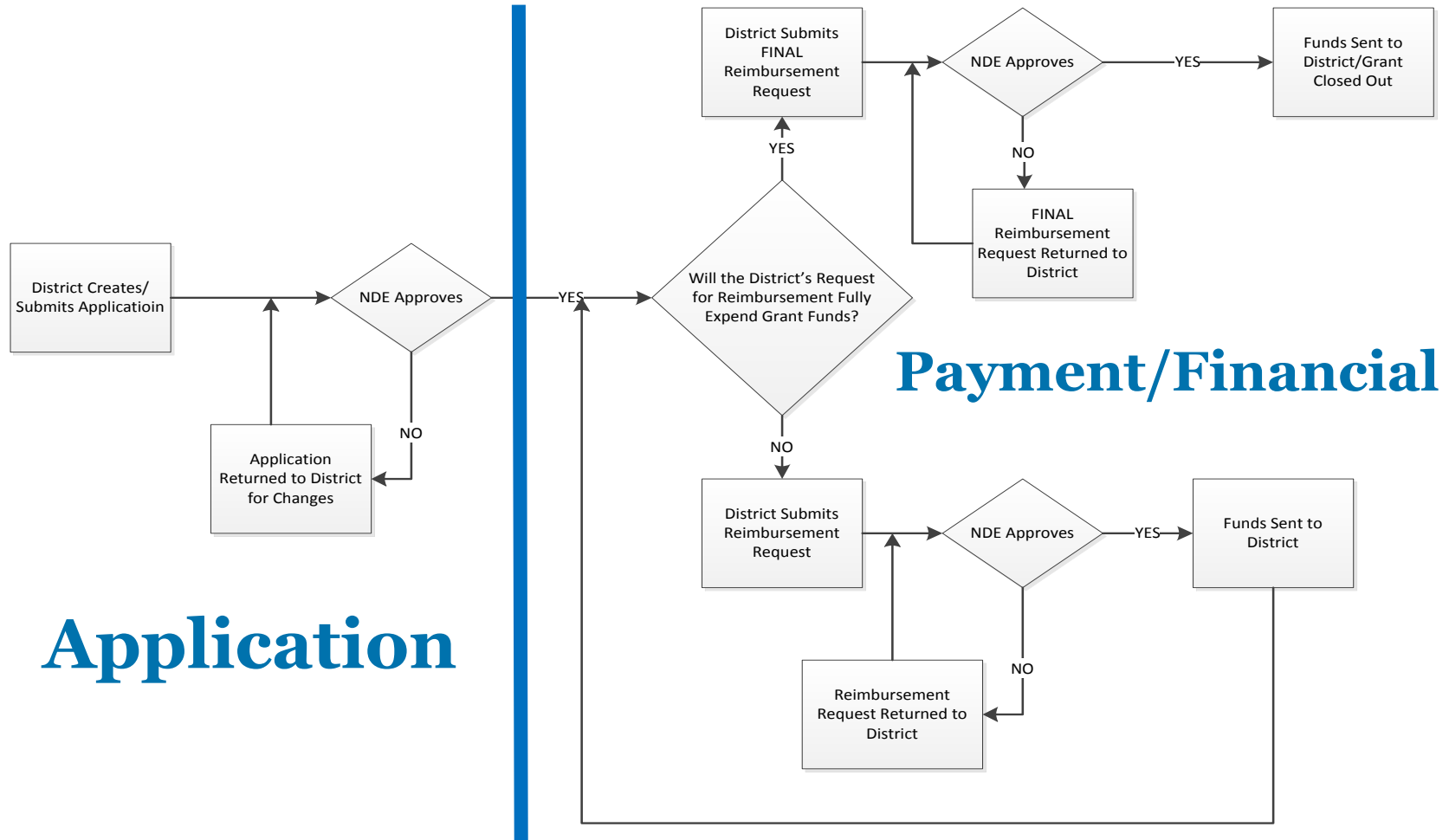


**Please use YOURS wisely!**

# Life Cycle of a Grant

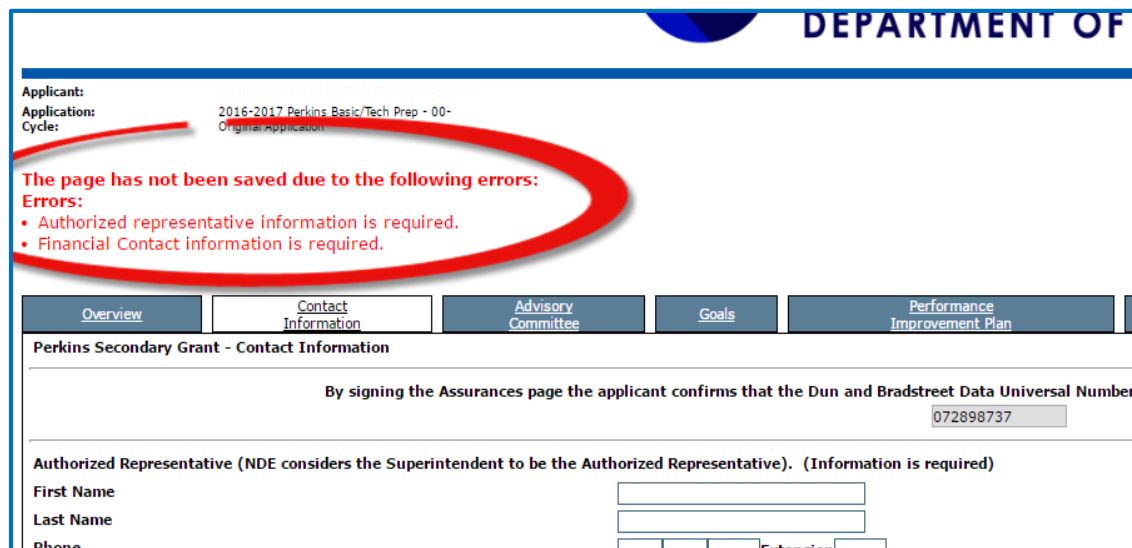
- Create application
- Submit application
- **Application approval – NDE**
- Create Amendment (if necessary)
- Create reimbursement request
- Create final reimbursement request-fully expended
- Submit (final) reimbursement request
- **(Final) Reimbursement request approval – NDE**

# Life Cycle of a Grant



# Application Top 10 Reminders

- #10 Error messages are in **RED** at the top of each page when a page is SAVED and also on the submit page after a CONSISTENCY CHECK (CC) is run.



DEPARTMENT OF

Applicant:  
Application: 2016-2017 Perkins Basic/Tech Prep - 00-  
Cycle: Original Application

**The page has not been saved due to the following errors:**  
**Errors:**

- Authorized representative information is required.
- Financial Contact information is required.

Overview Contact Information Advisory Committee Goals Performance Improvement Plan

Perkins Secondary Grant - Contact Information

By signing the Assurances page the applicant confirms that the Dun and Bradstreet Data Universal Number 072898737

Authorized Representative (NDE considers the Superintendent to be the Authorized Representative). (Information is required)

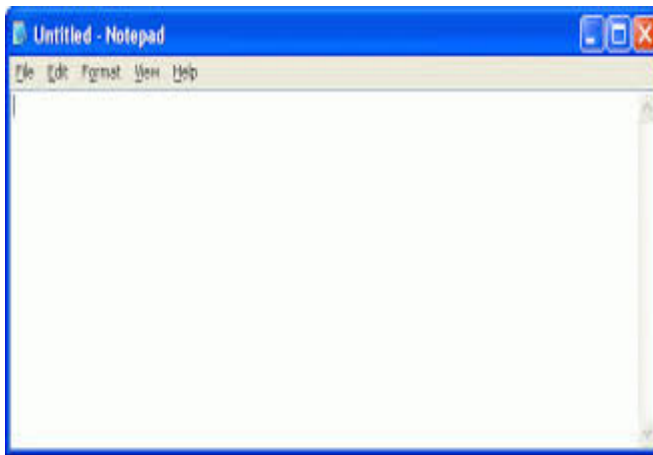
First Name

Last Name

Phone    Extension

# Application Top 10 Reminders

- #9 Copy and paste into **NOTEPAD** and then into the textboxes rather than directly from **WORD**.



# Application Top 10 Reminders

#8 **SAVE OFTEN** – watch for timeout notifications and save when the time remaining notification is displayed.



# Application Top 10 Reminders

- #7 Large pages require completion in order to save – **PUT A CHARACTER** in each text box and then save so you can work on one without losing data if you time out.



# Application Top 10 Reminders

- #6 Reference the **CONTACT US** list at the bottom of each page.



For additional information please contact the Nebraska Department of Education

[Contact Us](#)

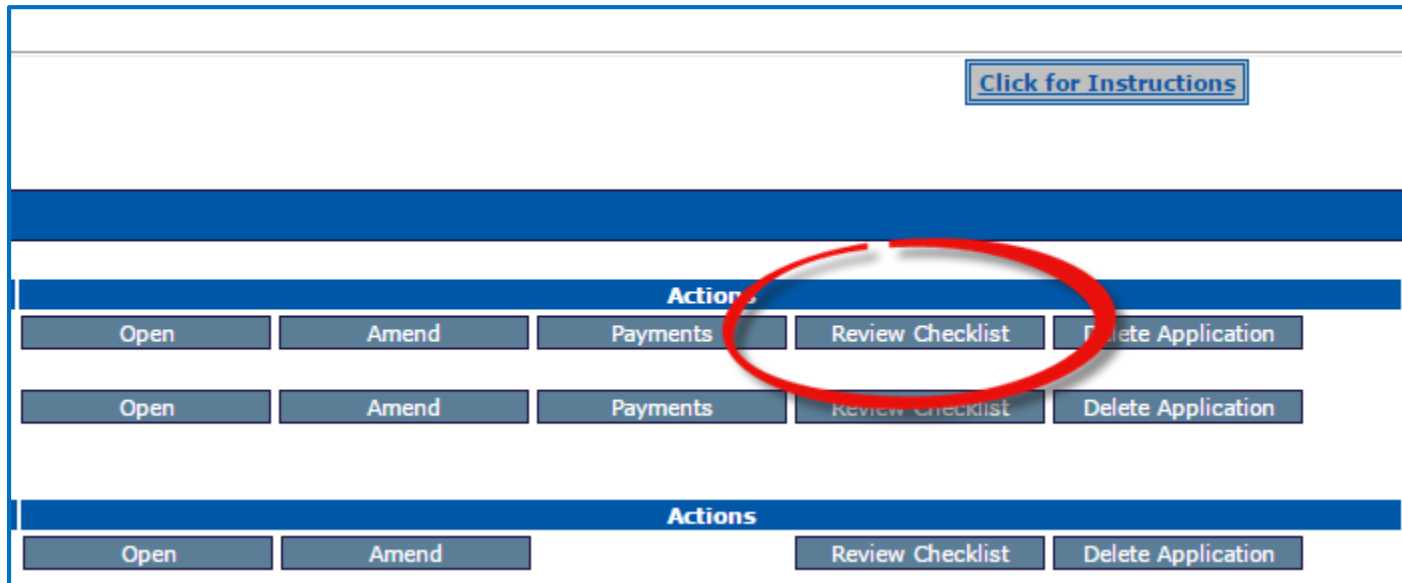
# Application Top 10 Reminders

#5 Use the **SPELL CHECK** at the bottom of each page.



# Application Top 10 Reminders

#4 Reference **REVIEW CHECKLISTS** for revisions when application is returned.



Click for Instructions

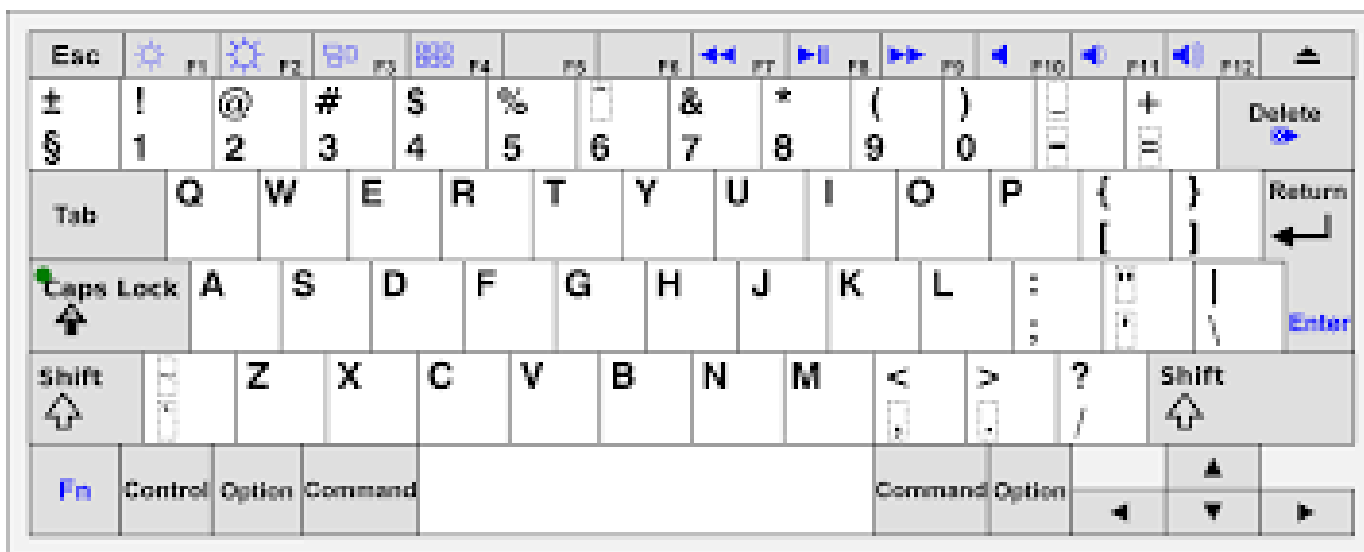
Action				
Open	Amend	Payments	Review Checklist	Delete Application
Open	Amend	Payments	Review Checklist	Delete Application

Actions				
Open	Amend		Review Checklist	Delete Application

# Application Top 10 Reminders

#3 Upload files should not include **SPECIAL CHARACTERS** (\$, #, &, '.').



# Application Top 10 Reminders

#2 Reference the **USER GUIDES** and the **INSTRUCTION LINKS**.

A screenshot of the DEPA application interface. The top header bar is blue with the text 'DEPA' in white. Below the header, there is a navigation bar with a blue background and white text that reads 'Click to Return to Menu List / Sign Out'. The main content area has a white background and contains the text 'GMS Access Select'. Below this, there is a section for '55-0001 LINCOLN PUBLIC SCHOOLS'. At the bottom, there is a label 'Select Fiscal Year:' followed by a dropdown menu showing '2017'. On the right side of the main content area, there is a blue button with the text 'Click for Instructions'.

# Application Top 10 Reminders

#1 **READ THE INSTRUCTIONS** on the page itself.

The screenshot displays the Perkins Secondary Grant application interface. At the top, the applicant is identified as 'PUBLIC SCHOOLS' for the '2016-2017 Perkins Basic/Tech Prep - 00- Original Application'. The application type is 'Consolidated Application' for 'Perkins Basic Grant - 4700'. A navigation bar includes tabs for Overview, Contact Information, Advisory Committee, Goals (selected), Performance Improvement Plan, Local Plan, Equipment/Capital Outlay, Budget, and Page Lock Control. A 'Click for Instructions' button is highlighted in the top right. The main content area, titled 'Perkins Secondary Grant - Goals and Activities', contains a yellow box with instructions: 'All required uses of funds, as defined in Section 135(b) of the Federal legislation, must be addressed in one or more of the goals and activities in the application. If an application is submitted that does not address all of the required uses of funds, the application will be denied. From the list below, select the appropriate required use(s) of funds. (Required) Once the activity is selected, Use the textbox below to provide a detailed narrative (goal) on the activities to be funded. If there are specific expenditure items, provide detail for those in the narrative. The goals and activities are copied forward to the budget detail page for budgeting. If more goals are needed, place a check mark next to the Check to add Goal/Activity. PLEASE NOTE: All 9 uses of funds (listed below) must be used with a Goal and Activity or within a combination of Goals and Activities.' Below this, a section titled 'Select the required uses of funds as detailed in Section 135(b) that apply to the goals and activities listed in the textbox below.' lists nine items with checkboxes: 1. Strengthen student's academic and career technical skills by integrating academics and CTE (Section 135(b)1), 2. Link career technical education at the secondary and postsecondary level through programs of study (Section 135(b)2), 3. Provide students with strong experience and understanding of all aspects of an industry (Section 135(b)3), 4. Develop, improve or expand the use of technology (Section 135(b)4), 5. Provide professional development to CTE teachers, administrators and career guidance counselors (Section 135(b)5), 6. Develop and implement evaluation of the CTE programs carried out with Perkins funds including assessment of meeting the needs of special populations (Section 135(b)6), 7. Initiate, improve, expand and modernize quality CTE programs (Section 135(b)7), 8. Provide services that are of sufficient size, scope and quality to be effective (Section 135(b)8), and 9. Provide activities to prepare special populations enrolled in CTE programs for high skill, high wage or high demand occupations that lead to self-sufficiency (Section 135(b)9). A character count at the bottom indicates '(0 of 2500 maximum characters used)'.

Applicant: PUBLIC SCHOOLS  
Application: 2016-2017 Perkins Basic/Tech Prep - 00- Original Application  
Cycle: Original Application  
Consolidated Application: Perkins Basic Grant - 4700  
[Printer-Friendly](#)  
[Click to Return to GMS Access/Select Page](#)  
[Click to Return to Menu List / Sign Out](#)

Overview | Contact Information | Advisory Committee | **Goals** | Performance Improvement Plan | Local Plan | Equipment/Capital Outlay | Budget | Page Lock Control

Perkins Secondary Grant - Goals and Activities [Click for Instructions](#)

All required uses of funds, as defined in Section 135(b) of the Federal legislation, must be addressed in one or more of the goals and activities in the application. If an application is submitted that does not address all of the required uses of funds, the application will be denied.

From the list below, select the appropriate required use(s) of funds. (Required)

Once the activity is selected, Use the textbox below to provide a detailed narrative (goal) on the activities to be funded. If there are specific expenditure items, provide detail for those in the narrative. The goals and activities are copied forward to the budget detail page for budgeting.

If more goals are needed, place a check mark next to the Check to add Goal/Activity.

**PLEASE NOTE: All 9 uses of funds (listed below) must be used with a Goal and Activity or within a combination of Goals and Activities.**

Select the required uses of funds as detailed in Section 135(b) that apply to the goals and activities listed in the textbox below.

- ☐ Strengthen student's academic and career technical skills by integrating academics and CTE (Section 135(b)1)
- ☐ Develop and implement evaluation of the CTE programs carried out with Perkins funds including assessment of meeting the needs of special populations (Section 135(b)6)
- ☐ Link career technical education at the secondary and postsecondary level through programs of study (Section 135(b)2)
- ☐ Initiate, improve, expand and modernize quality CTE programs (Section 135(b)7)
- ☐ Provide students with strong experience and understanding of all aspects of an industry (Section 135(b)3)
- ☐ Provide services that are of sufficient size, scope and quality to be effective (Section 135(b)8)
- ☐ Develop, improve or expand the use of technology (Section 135(b)4)
- ☐ Provide activities to prepare special populations enrolled in CTE programs for high skill, high wage or high demand occupations that lead to self-sufficiency (Section 135(b)9)
- ☐ Provide professional development to CTE teachers, administrators and career guidance counselors (Section 135(b)5)

Character Count: (0 of 2500 maximum characters used)

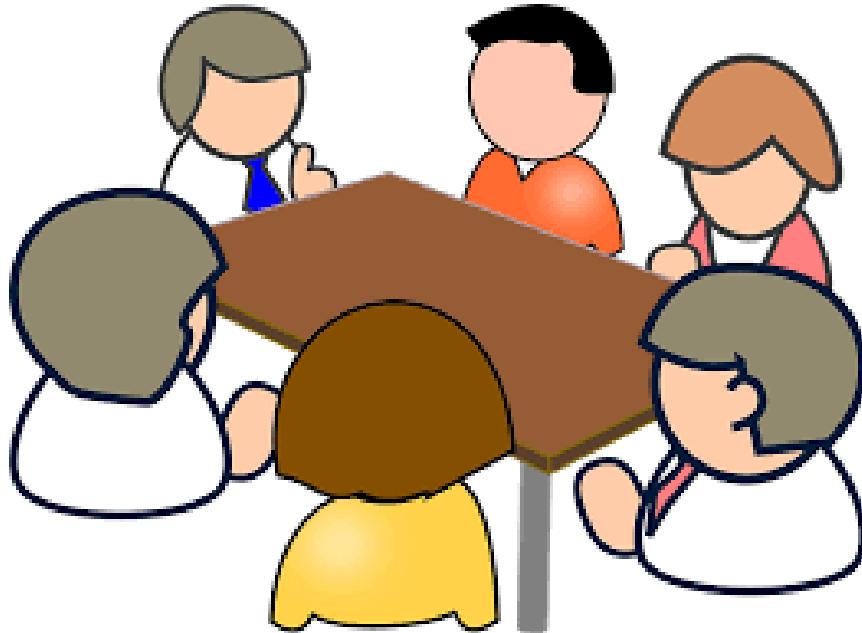
# Payment/Financial Top 10 Reminders

- #10 For SPED IDEA, include copies of **CONTRACTED SERVICE** billings.



# Payment/Financial Top 10 Reminders

- #9 **STAFF CLAIMED** on payroll records **MUST** be in the **APPROVED** application  
(exception: *Title I Schoolwide programs*).



# Payment/Financial Top 10 Reminders

- #8 Include **ORIGINAL** transaction level accounting records and supporting detail (*i.e. journal entries, credit card expenditures*)



# Payment/Financial Top 10 Reminders

- #7 Provide **TRANSACTION** level accounting records (*i.e. expenditure audit report, account inquiry, fund audit report, payroll registry*)



# Payment/Financial Top 10 Reminders

#6 Submit a **FINAL** reimbursement request if your budget is fully expended.



Reimbursement Request

Service Provider

will be saved.

Actual Expenditures YTD only need to be entered when Financial Report is required

☐ Select here if this is the Final Reimbursement Request

Remove Blank Rows from Display: ☒ Yes ☐ No

Expenditure Object Code	Budgeted	Submitted Expenditures YTD 1	Scheduled Payments YTD
	\$1,926,346	\$1,269,855	\$0
	\$565,247	\$360,125	\$0

# Payment/Financial Top 10 Reminders

- #5 **ALL** funds must be budgeted to submit a **FINAL** reimbursement request.



# Payment/Financial Top 10 Reminders

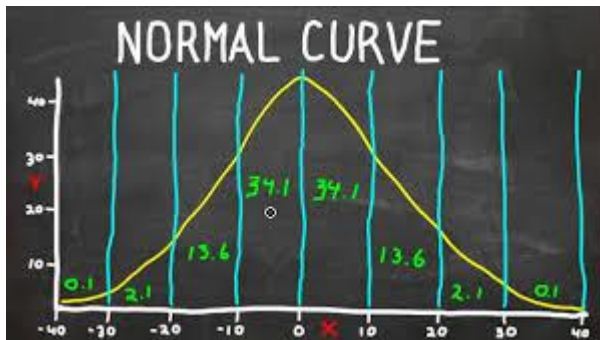
## #4 **REPORT OFTEN:**

Object Code 100 (salaries only) and  
Object Code 200 (benefits only)

Expenditure Object Code	Budgeted	Submitted Expenditures YTD 1
100 - Salaries	\$1,926,346	\$1,269,855
200 - Employee Benefits	\$565,247	\$360,125

# Payment/Financial Top 10 Reminders

- #3 GMS has an **ALLOWABLE VARIANCE** by Object Code of 25% or \$2,500 whichever is greater, not to exceed the total budgeted amount.



# Payment/Financial Top 10 Reminders

## #2 Claim expenditures by **OBJECT CODE**.

### Expenditures Object Code

100 - Salaries	▼
100 - Salaries	
200 - Employee Benefits	
300 - Purchased Service / Lease Agreement	
400 - Supplies & Materials / Operational Equip.	
500 - Capital Outlay	
600 - Travel / Professional Development	
Indirect Costs	

# Payment/Financial Top 10 Reminders

- #1 Submit a reimbursement request to receive payment of expenditures.



# Resources - Links

[GMS Website](#)

[GMS Login Page](#)

#AQuESTT16



# Thank you.

Questions?



## Presenters:

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Shane Rhian

Cathy Von Kaenel

Michelle Michl

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[Michelle.Michl@Nebraska.gov](mailto:Michelle.Michl@Nebraska.gov) (402-471-2393)

